



U.S. Department of the Interior
Office of Inspector General

INSPECTION REPORT

**SELECTED ADMINISTRATIVE ACTIVITIES
OF THE MID-PACIFIC REGIONAL OFFICE,
BUREAU OF RECLAMATION**

**REPORT NO. 95-I-1209
AUGUST 1995**



United States Department of the Interior

OFFICE OF INSPECTOR GENERAL

Headquarters Audits
1550 Wilson Boulevard

Suite 401
Arlington, VA 22209

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INSPECTION REPORT

To: Regional Director, Mid-Pacific Region, Bureau of Reclamation

From: **Marvin Pierce** *Acting Assistant for*
Acting Assistant' Inspector General for Audits

Subject: Final Inspection Report on Selected Administrative Activities of the
Mid-Pacific Regional Office, Bureau of Reclamation (No. 95-I-1209)

INTRODUCTION

The Office of Inspector General has completed an inspection of selected administrative activities of the Mid-Pacific Regional Office, Bureau of Reclamation. The objective of the inspection was to determine whether the selected activities were conducted in accordance with established laws and regulations and Bureau policies and procedures.

BACKGROUND

The Mid-Pacific Regional Office, in Sacramento, California, provides administrative support services for Bureau operations in California, Nevada, and Oregon. These services include providing for employee time and attendance, employee travel property accountability, and the procurement of goods and services. In fiscal year 1994, the Regional Office employed about 380 people; incurred salaries of over \$18 million, including \$386,000 for overtime; and spent \$1.3 million for travel. In fiscal year 1995, many of the Region's travelers obtained Government-sponsored travel cards to assist in accomplishing their travel, and more than 30 percent of the travelers were enrolled in the Bureau's automated teller machine program. Under this program, travelers are provided a convenient alternative to the traditional method of obtaining cash advances directly from the Bureau through the imprest fund or a Treasury check.

The Region used several procurement methods, including the imprest fund and the Government purchase card programs, to acquire goods and services that were within the small purchase limit (\$25,000 or less). The use of purchase cards is a recent innovation that can help streamline both the procurement and the payment processes. The Region has widely promoted the program, with more than 65 employees authorized to use the purchase card for small purchases.

SCOPE OF INSPECTION

Our inspection was accomplished in accordance with the "Quality Standards for Inspections," issued by the President's Council on Integrity and Efficiency, and, accordingly, included such tests and inspection procedures considered necessary under the circumstances to accomplish the stated objectives. We focused our inspection on the administrative activities associated with: (1) employee overtime and travel; (2) the Regional Office imprest fund; and (3) the use of Government purchase cards. The inspection was performed at the Mid-Pacific Regional Office. Our inspection conclusions were based on information obtained from interviews with Regional employees and supervisors and a review of applicable policies and procedures. As part of the inspection, we also performed a limited test of transactions that occurred during fiscal years 1994 and 1995 and reviewed the pertinent accounting records, invoices, and other documentation maintained in support of these transactions. We excluded property accountability from the activities selected for inspection because the Department of the Interior implemented a new property accountability policy on February 17, 1995. The results of our inspection of the Regional Office's imprest fund activities were presented separately in the report entitled "Mid-Pacific Regional Office Imprest Fund, Bureau of Reclamation" (No. 95-1-681), dated March 17, 1995.

RESULTS OF INSPECTION

Our inspection of employee overtime, employee travel, and Government purchase card use indicated that these administrative activities were generally conducted in accordance with established laws and regulations and Bureau policies and procedures. In that regard, our limited tests of transactions selected from fiscal years 1994 and 1995 identified only minor control weaknesses. On July 11, 1995, we discussed the results of our inspection with Regional officials, who agreed to take actions to address these weaknesses.

Since this report does not contain any recommendations, no response is required. However, if you have any questions concerning this report please call Mr. Robert Williams, Regional Audit Manager, Western Region, at (916) 979-2700.

cc: Commissioner, Bureau of Reclamation

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